

OLD ST. MELLONS COMMUNITY COUNCIL TENNIS CLUB

Minutes for OSMCCTC AGM meeting held in the Village Hall, Newport Rd,
Old St. Mellons at 7:30pm on Monday 7th November 2022

Present:

Chair: Elizabeth Croad-Protheroe (ECP)

Vice Chair: Ieuan Burr ridge-Bryant (IBB)

Secretary: Liz Morgan (LM)

Welfare Officer: Rhianna Solosy (RS)

Councillors: Cllr Gaynor Hassan (GH)

Cllr Anne Hopewell-Ash (AH)

Members of Tennis Club: John Rees, Steve Phelan and Cathy Phelan.

AGM meeting opened at 19:30

1) Apologies for absence & acceptance:

Julia Watkins (JW) (Vice Welfare Officer) – family commitment

Mrs N Dunseath (ND) – family commitment

Anthony Clark (AC) – family commitment

Cllr Dianne Rees (DR) – family commitment

Cllr Jane Croad (JC) – work commitment

Clerk to the Council: Mrs N Evelyn-Gauci (NEG)

2) Welcoming, Aims and Objectives Outlined:

ECP welcomes and outlines OSMCCTC aims & objectives -

The aims and objectives of the Club is to:

- Play and promote the sport
- Offer sport coaching and competition opportunities to all members
- Provide duty of care and protection to all Club members
- Make sure all Club members are treated equitably.
- Aims to provide recreation of tennis facility to encourage the participation, play and promote the sport.
- To provide duty of care via a Welfare Officer - to all club members.
- Bank Account belongs to OSMCCTC and the CC treasurer - ND keeps the accounts.

3) Committee Roles Outlined

The Club will be run by a committee consisting of:

- Chairman
- Vice Chairman
- Secretary
- Social Secretary
- Treasurer
- Welfare Officer
- Vice Welfare Officer
- All members of Old St Mellons Community Council are de facto members of the Club Committee

4) Election of Chairman

ECP outlined role and responsibilities of Chairman:

- Overall responsibility for the day to day club management
- Lead strategy discussions, meetings, and AGMs
- To agree meeting agendas with the secretary and monthly committee meetings
- Act as a spokesperson for the tennis club
- Motivate and support committee
- To make decisions on behalf of the management committee once members have been consulted
- Lead the direction of growth and retention of club

Elizabeth Croad-Protheroe acted as Chair

Can we have proposal for chair

Elizabeth Croad-Protheroe was proposed by Liz Morgan and seconded by Ieuan Burridge-Bryant.

Anyone else to propose, nobody else to propose

It was resolved: All Agreed

Elizabeth Croad-Protheroe accepted the post as Chair

5) Election of Vice Chairman

ECP outlined role and responsibilities of Vice Chairman:

- Lead strategy discussions, meetings, and AGMs
- Work closely with Chairman to support management of the club
- Act as a spokesperson for the tennis club (alongside cha
- Motivate and support committee

- To make decisions on behalf of the management committee once members have been consulted
- Lead the direction of growth and retention of club

Ieuan Burridge-Bryant acted as Vice Chair

Ieuan Burridge-Bryant was proposed by Elizabeth Croad-Protheroe and seconded by Liz Morgan.

It was resolved: All Agreed

Ieuan Burridge-Bryant accepted the post as Vice Chair

6) Election of Secretary

ECP outlined role and responsibilities of Secretary:

- First point of contact for all enquiries, along with Chair and Vice Chair
- Key representative at meetings
- Dealing with correspondence
- Maintaining accurate records – membership/
- Organising the AGM
- Organising and attending all management committee meetings and taking and distributing minutes
- Liaise with committee and coach to help coordinate coaching/tennis sessions
- Update members regarding news/events/coaching going on in the club

Liz Morgan acted as Secretary

Liz Morgan was proposed by Elizabeth Croad-Protheroe and seconded by Ieuan Burridge-Bryant.

It was resolved: All Agreed

Liz Morgan accepted the post as Secretary.

7) Election of Social Secretary

ECP outlined role and responsibilities of Social Secretary:

- First point of contact for all social tennis enquiries
- Key representative at meetings
- Coordinate and run social tennis sessions

- Responsible for organising and promoting social activities within the club. Main duties are to work with the management committee to establish a programme of appropriate activities to cater for the age range and interests of the membership To organise appropriate annual social functions, along with weekly social tennis sessions/ tournaments.

Nobody has previously acted as Social Secretary.

Anthony Clark was proposed by Liz Morgan seconded by Elizabeth Croad-Protheroe.

It was resolved: All Agreed

Anthony Clark accepted the post as Social Secretary.

7) Election of Treasurer

ECP outlined current role and responsibilities of Treasurer and that ND current role in CC. Bank Account belongs to OSMCCTC and the CC treasurer - ND keeps the accounts.

- Keep up to date records of all financial transactions
- Reports regularly to the management committee on the financial status

Liz Morgan/Nadine Dunseath have previously acted as Treasurer

Nadine Dunseath was proposed by Elizabeth Croad-Protheroe and seconded by Ieuan Burridge-Bryant.

It was resolved: All Agreed

Nadine Dunseath accepted the post as Treasurer (could not attend meeting, however confirmed acceptance of role via email prior to AGM).

9) Election of Welfare Officer (Safeguarding Officer)

ECP outlined role and responsibilities of Welfare Officer:

- Primary responsibility for managing and reporting concerns about children / adults at risk and for putting into place procedures to safeguard children in the club.
- Attend management committee meetings
- Complete LTA Safeguarding training and obtain valid DBS
- Maintain and update safeguarding noticeboard
- Be engaging and supportive
- Work with others in the club to promote safeguarding, diversity and inclusion and ensure compliance with the LTA's minimum standards for venue registration

- Work with others in the club to ensure safeguarding and diversity and inclusion information, including policies, reporting procedures and details of the venue Welfare Officer are visible and available
- Act as the first point of contact for all children and adults where concerns about welfare, discrimination, poor practice or abuse are identified

Rhianna Solosy acted as Welfare Officer

Rhianna Solosy was proposed by Elizabeth Croad-Protheroe and seconded by Liz Morgan.

It was resolved: All Agreed

Rhianna Solosy accepted the post as Welfare Officer.

7) Election of Vice Welfare Officer (Vice Safeguarding Officer)

ECP outlined role and responsibilities of Vice Welfare Officer:

- Support Welfare Officer in their role
- Act as additional point of contact for safeguarding queries and concerns

Julia Watkins acted as Vice Welfare Officer

Julia Watkins (absent from meeting) was proposed by Elizabeth Croad-Protheroe and seconded by Liz Morgan, John Rees.

It was resolved: All Agreed

Julia Watkins accepted the post as Vice Welfare Officer (JW was not present at AGM, however confirmed post acceptance via message prior to meeting).

8) Update Acceptance of Committee – Website/Email Members

The Clerk to update CC website and ECP to update OSMCCTC website and send updated committee email to members.

The Club will be run by a committee consisting of:

- Chairman – Elizabeth Croad-Protheroe
- Vice Chairman - Ieuan Burrige-Bryant
- Secretary – Liz Morgan
- Social Secretary – Anthony Clark
- Treasurer – Nadine Dunseath
- Welfare Officer – Rhianna Solosy
- Vice Welfare Officer – Julia Watkins
- All members of Old St Mellons Community Council are de facto members of the Club Committee

9) Further Issues Discussed

- Pavilion access
- Floodlights – grant/financing
- Coaching Programme
- Social Tennis – drill-based sessions
- Ieuan Burridge-Bryant – coaching qualifications (Level 1 achieved)
- Council tennis club access
- Current membership statistics/finances

AGM meeting closed at: 20:20